

## **INFORMATION ON THE PROCESSING OF PERSONAL DATA FOR THE PURPOSE OF MANAGING THE EU4BELARUS PROGRAMME**

The data controller for the purposes of processing personal data provided by data subjects under the EU4Belarus programme is the Lithuanian organisation Central Project Management Agency (CPVA), based on the Agreement on the Transfer and Processing of Personal Data SML/2022/0248 concluded between CPVA and DZS on 3 November 2022. For basic information on the processing of personal data by CPVA, please visit: <https://www.cpva.lt/en/protection-of-personal-data/558>.

For the purposes of processing personal data, the Czech National Agency for International Education and Research, Na Poříčí 1035/4, 110 00 Prague 1, ID No. 61386839 (hereinafter referred to as DZS), is the processor of the data of data subjects that hold scholarships under the EU4Belarus programme. The personal data of these subjects will be provided to us by CPVA and universities in Czechia on the basis of the relevant programme agreements concluded between CPVA and DZS and on the basis of the relevant grant agreements concluded between the university and DZS under the EU4Belarus programme.

We collect and process only those categories of your personal data described in section 2 that we strictly need to fulfil the purpose described in section 1. You can read about how we handle your personal data in section 3 and how long we store the data you provide in section 4. Section 5 provides basic information about your rights in relation to the personal data you have provided.

### **Contact details of the DZS Data Protection Officer:**

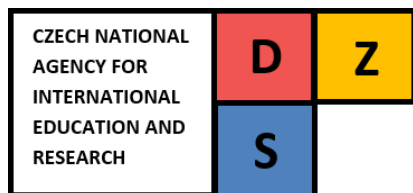
DZS provides the following contact details for communication and enquiries relating to the processing of personal data:

- Name and surname: Linda Anušić
- Correspondence address: Na Poříčí 1035/4, 110 00 Prague 1
- Email address: [gdpr@dzs.cz](mailto:gdpr@dzs.cz)
- Telephone number: +420 725 358 686
- Data box ID: tj8vfp3

### **1. Why we need the data**

We collect the personal data of EU4Belarus scholarship holders:

- on the basis of the public interest in order to fulfil the tasks related to the administration and implementation of the EU4Belarus programme in the Czech Republic as enshrined in Article IV and V of the DZS Charter, as amended, and in the programme agreements concluded between CPVA and DZS on 14 December 2021 (Grant Agreement No. ENI 2021 423-841-0005) and on 9 April 2024 (NDICI- GEO-NEAR/2022/434-092-0004) and their amendments.



We collect only the necessary personal data.

Without the personal data provided for the above purposes, we cannot:

- provide funding to an educational institution for the purpose of paying out EU4Belarus scholarships,
- monitor study obligations under the EU4Belarus programme.

## **2. What data we need**

For these purposes, we collect the following categories of personal data from the universities at which EU4Belarus scholarship holders study:

- address and identification personal data - name, surname, e-mail address, signature;
- data on the university in Czechia : the name of the university, faculty and field of study, form of study, length of study, study status;
- confirmation of enrolment including date of birth, confirmation of study including date of birth, academic results, data on scholarship payments.

Where required by law, we may supplement the personal data of data subjects from publicly available registers, lists, records or from third parties.

## **3. How we work with data**

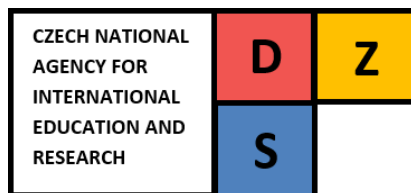
Personal data are strictly protected in our institution. Personal data are processed manually and in electronic information systems, which are subject to physical, technical and procedural controls. In order to protect data, we have security mechanisms in place, including appropriate technical, organisational and personnel measures.

DZS as a processor does not process and store data remotely. All personal data are processed in Czechia. Exceptions are data transmitted for the purpose of monitoring study obligations to CPVA (<https://www.cpva.lt/en>), which is the programme sponsor and data controller.

We transfer processed personal data to the following recipients on the basis of legal and/or public and/or the legitimate interest of DZS:

- inspection and audit authorities within the scope of their mandate;
- CPVA, which is the data controller;
- state administration authorities.

In addition to these recipients, public authorities may also receive personal data in the context of a special investigation in accordance with the law. No other third parties have access to these personal data.



#### 4. How long we process the data

In accordance with our internal policies, or for certain documents in accordance with the legal requirements, we retain documents containing your personal data for the period of time specified in the DZS records retention schedule:

- records, minutes and operational documents are shredded 5 years after the end of the EU4Belarus programme.

After the specified period of time, the documents containing your personal data on all media will be irreversibly destroyed.

#### 5. Your rights

Anyone whose personal data we process can request information about the processing of their personal data and access to such data. In cases where requests made by the data subject are manifestly unfounded or disproportionate, in particular because the requests are repeated, DZS is entitled to charge a reasonable fee for the provision of information on the data subject's personal data processed, not exceeding the costs necessary to provide the information. A request may be refused for the same reasons. If you discover or believe that your personal data are being processed in violation of the principles assuring the protection of your private and personal life or in violation of the law, or that any of your personal data processed by us are incorrect or incomplete, you have the opportunity to request an explanation and, in particular, to request that we remedy the situation, i.e. rectify or supplement your personal data.

In specified cases where your personal data are processed in the legitimate interest of DZS, you may also exercise your right to object to the processing, in which cases, unless prevented by another legal title, we will terminate the respective processing operation. If you have granted your consent to processing, you may withdraw it at any time.

To make a request, please contact us through the established DZS communication channels. After your identity as the applicant has been proven as prescribed by law, we will inform you that your application will be processed in accordance with the relevant legal requirements within the statutory time limit.

If you wish to contact us with a complaint or suggestion about how we have processed your personal data, please contact us via data box tj8vfp3 or in writing to the Czech National Agency for International Education and Research, Na Poříčí 1035/4, 110 00 Prague 1. Your complaint will be forwarded to the responsible DZS staff member, who will then deal with it and work with you to resolve it, including by forwarding the complaint to the controller for the attention of the CPVA Data Protection Officer. If you still believe that your personal data have not been treated reasonably under the law, you may contact the Office for Personal Data Protection.